

**VICTIM/WITNESS PROGRAM DIRECTOR**  
(Unclassified Management)

**DEFINITION:**

Under general direction, to assist in coordinating a local comprehensive program designed to provide a variety of services to victims and witnesses of crime; and to perform related work.

**DISTINGUISHING CHARACTERISTICS:**

This is a one-position unclassified management class allocated only to the District Attorney's Office. The incumbent is responsible for assisting with formulating policies, strategic planning, and for administering policies, programs, and services related to the Victim/Awareness Assistance Program and for program coordination, development, and liaison activities with the State of California.

**EXAMPLES OF DUTIES:**

Manages and coordinates activities, such as crisis intervention counseling, emergency assistance (food, shelter, clothing, financial), information and referral, claims assistance (California Indemnification Claims Process), employer and creditor intervention, and other related services provided to victims and witnesses of crimes, in an efficient, secure, and lawful manner; manages, plans, and coordinates daily program operations to ensure legislative mandates are being achieved; plans, assigns and supervises work of subordinates and volunteers; conducts training programs for subordinates and outside agencies; recruits and selects staff; prepares grant applications; coordinates and cooperates activities with local, State, and Federal law enforcement and social service agencies. Assists in the development of community resources; plans and conducts community outreach; prepares monthly statistical reports and quarterly reports; prepares correspondence; analyzes existing and proposed legislation; and attends regional training conferences and meetings to update staff on new procedures.

**MINIMUM QUALIFICATIONS:**

**Thorough Knowledge of:**

- General Management System (GMS) in principle and in practice.
- Structure and function of Criminal Justice System.
- Principles of supervision and training.
- Program development and evaluation methods.
- Grant application preparation.
- California Indemnification Claims Process Victims' Rights.
- Applicable resources available in community.

**General Knowledge of:**

- Crisis intervention and counseling techniques.
- Sociological aspects of crime and victims of crime.
- Statutes and regulates regarding Restitution Fund.

**Skills and Abilities to:**

- Organize, coordinate, and supervise the work of others.
- Recruit, train, schedule, and supervise volunteer staff.
- Speak effectively before groups.
- Prepare reports, brochures, grant applications, correspondence, and forms.
- Establish and maintain a cooperative working relationship with agency staff, victims, witnesses, law enforcement agencies, the courts, and other community agencies.

**EDUCATION/EXPERIENCE:**

Education, training, and/or experience, which demonstrate possession of the knowledge and skills stated above. Examples of such education/experience are:

1. Two (2) years of experience as a Supervising Investigative Specialist within the Victim/Witness Assistance Division of the San Diego County District Attorney's Office; OR,
2. Three (3) years of experience in the operation and management of a criminal justice program in a California county, two (2) years of which included the operation of a program designed to provide assistance to the victims and/or witness of crimes. A bachelor's degree in criminal justice may substitute for up to one (1) year of the above experience.

**SPECIAL NOTES, LICENSES, OR REQUIREMENTS:****License:**

A valid California Class C driver's license is required at time of appointment or the ability to arrange transportation for field travel.